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Approved For Release 2000/09/08 : CIA-RDP78-03991A000200040007-8

Security Information

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 24 September 1953

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1A a. [REDACTED] (continued item)

25X1A6a (1) The Project Review Committee has approved the additional requirements for facilities at [REDACTED] and action is now with the Real Estate and Construction Division for the preparation of individual specifications and invitations to bid on the approved work at the depot.

(2) Protective grills for outside windows not fronting onto the fenced area are being installed and will be completed by 25 September.

(3) The revised T/O and job functions have been prepared for submittal in staff study form for approval and classification. A deadline of 15 October has been set to complete the staffing of this paper.

b. Supply Training: (continued item)

Nothing new to report.

c. Supply Economy Program: (continued item)

(1) Inventory Reports of Class A furniture, in use departmentally, have been received from all offices with the exception of WH Division and the Office of Communications.

(2) Collections of excess supplies from offices are continuing with an increase in estimated values of such collections over last week by \$9,100. The total estimated value of both expendable and nonexpendable office materials returned to stock to date is approximately \$91,500.

2. PROJECTS AND STUDIES IN PROCESS:a. Stock Numbers for New Electronic Items: (continued item)

Stock numbers have now been assigned to resistors and work is continuing on the identification and cataloging of capacitors in connection with this project.

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b. Cross Index Supplement to the Agency Catalog: (continued item)

This supplement has been received and reviewed for accuracy of content. A number of changes were made in the editing process and the listing has been returned to Machine Records for republishing. The Cross Index Supplement will be pointed toward QM items for use by the logistics team visiting EE and NEA in the near future.

c. Flex-O-Print Catalog: (continued item)

Nothing new to report.

3. OTHER ITEMS OF INTEREST:

a. Supply Regulations: (continued item)

Nothing new to report.

b. [REDACTED]: (continued item)

The complete handbook is being retyped to include recommended changes resulting from the coordination process. The revised work will be ready for reproduction on 25 September.

c. New Medical Items: (new and completed item)

Approximately 1,000 new items were recommended for inclusion in the Agency Catalog by the Medical Office. Each of these items has been assigned a stock number and will be published in the next distribution of the Catalog supplement.

d. Unwatermarked Bond Paper: (new and completed item)

From time to time, complaints have been received about the quality of unwatermarked paper available through the Building Supply Rooms. Investigations into the problem have revealed that the present grade of paper cannot be improved, since high quality bond paper justifiably reveals the manufacturers trade-mark. It was further learned that Regulation [REDACTED] of 17 February 1953, requires that the second sheet of dispatches shall be prepared on unwatermarked white paper. Through discussions with Mr. [REDACTED] RI Security and Mr. [REDACTED] Chief, RI/FI, a revision to above regulation will be ordered to provide that "non-government" watermarked paper may be used for this purpose. Accordingly, through the revision this need of improved quality white paper can be met by providing desired grades produced under the trade names of Hammermill, Winchester, and High Fidelity, as appropriate in the procurement process. No further procurement of present grade of unwatermarked paper is thus contemplated.

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e. Ordnance Inspector Returns from TDY on [REDACTED]: (new and completed 25X1A6a item) 25X1A6a
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[REDACTED] returned from TDY at [REDACTED] on 21 September 1953. [REDACTED] on personnel in establishing the arms preservation shop at [REDACTED] as well as performing surveillance functions in general of arms and ammunition stored there. He brought back to the division several supply problems facing the operators which are currently being worked on.

4. SPECIAL PROBLEMS:

None

5. MAJOR OBJECTIVES:

No change in status over that reported in weekly report of 17 September.

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LO/SD:DWW:dmg (24 Sept. 53)

Distribution:

Orig. & 6 - Addressee
1 - Supply Division

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